

DANVILLE LOCAL SCHOOLS

Application For Building Use

[Must be received in Superintendent's Office no later than 14 days in advance of requested use]

Date Submitted _____ Name of Organization _____

Event _____

School Sponsored? Yes _____ No _____ If yes, name of advisor _____

Building/Room requested: _____

First Date of Use: _____ Last Date of Use: _____ (If multiple dates - list all dates and times on back of sheet.)

Hours of Use: Enter: _____ Leave: _____

Notes: If you are requesting use of the cafeteria kitchen, a cafeteria employee must be present. Please request help if you have questions. Do not fill in any fee amounts, that will be done when use is approved. No use will be permitted until permission has been confirmed by Superintendent's Secretary.

Please complete 1 or 2 below

1. Will a FULL-TIME school employee be present? ____ If so, is said employee willing to assume full responsibility for providing **KEY SERVICE, SUPERVISION** and **SECURITY** of entire building during use, and assume responsibility for any damage to facilities? ____ Name & Signature of employee _____

2. If you do not have a FULL-TIME school employee available, it will be necessary for the school to provide an employee to be present. The approximate cost for this service, if available will be \$25.00 per hour.

* **SIGNATURE** of officer of organization or person financially responsible for any liability or damage which might occur. User also certifies that he/she has read district Policy 7510 and Guide-lines 7510 and agrees to observe all requirements.

Rental Fee _____
(see Policy 7510)

Custodian/Cafe Charge _____

Total Charge _____
(payable in advance)

LIABILITY INSURANCE

(must be completed by all non-school organizations)

*The person signing above acknowledges that the related organization/s maintain/s liability insurance in the sum of at least \$1,000,000 coverage per occurrence. A copy of the organization's insurance policy is requested. (Building use requires that the Danville Local School District be specifically listed as an additional insured on organization's policy.)

INDEMNITY CLAUSE

(must be completed by all individuals/organizations)

_____(indemnitor) agrees to indemnify and HOLD HARMLESS the Danville Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of the indemnitor or the Danville Board of Education or either party's agents or employees, or otherwise.

PLEASE RETURN TO PRINCIPAL'S OFFICE FOR APPROVAL

Signature of Building Principal _____ Date _____

Signature of Superintendent _____ Date _____

Please indicate below where to send approval of building use:

Name _____

Address _____

City, State _____ Zip _____

Phone _____